

“CS” SERIES

REQUEST FOR PROPOSED CONTRACT INFORMATION

**PRODUCING AND DELIVERING THE
2011 IOWA ACTS AND THE 2011 CODE SUPPLEMENT**

CS-1 REQUEST FORM

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Legislative Services Agency
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Mr. Glen Dickinson, Director
Mr. Richard Johnson,
Legal Services Division Director
Ms. Leslie Hickey, Iowa Code Editor

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Ms. Ellen Gillespie
Senior Director,
Customer Contract Management
Ms. Jackie Wrolstad
Contract Administration Specialist

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I. INSTRUCTIONS

- A. General.** This Request Form (CS-1) refers to two other documents: the Contract Form (CS-2) which will be used as a model for terms and conditions of the contract to be executed by the parties and the Appendix Form (CS-3) which is part of the contract and includes standards and other detailed information related to the production and delivery of production items and publications, and payment schedules for the publications. The two other forms are based on documents used by the parties for the last two years to produce the 2010 edition of the Iowa Acts and the 2009 edition of the Code Supplement. For relevant definitions used throughout this document, see CS-2.
- B. Purposes.** The Agency is not issuing a Request for Proposals (RFP), but intends to execute a contract with the Contractor, assuming the parties can agree to its terms and conditions. The purposes of this form are to describe changes in the contract for the production and delivery of the 2010 edition of the Iowa Acts and the 2009 edition of the Code Supplement and to obtain information necessary in order to execute a new contract. The Agency is continuing its process to reform publication methods and operations which may affect how the Code Supplement is produced.
- C. Flexible Timeline.** The General Assembly did not adjourn *sine die* until the end of June which has delayed the publication process. The Agency has completed its editing of the Acts and therefore has a good estimate of the per publication page count. However, it did not have a good estimate of the page count for the Code Supplement until October 25th. The Contractor has until November 4th or five business days after the Agency provides the Contractor with the estimates in order to deliver this completed Request Form to the Agency.
- D. Communication to the Agency.** All communications to the Agency must be addressed to the appropriate contact persons as stipulated in Appendix F (CS-3). A communication may be accomplished by telephone conversation, fax delivery, or e-mail to the Agency's contact person.



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II. BID AMOUNT INFORMATION

- A. General.** The bid amount is an estimate of the contract price which includes a base amount and adjustments or modifications to the base amount as provided in this part.
- B. Base Amount.** The base amount is an estimate of the contract price assuming that an adjustment will not be made as otherwise provided in this part.

Response Box 1
Base Amount and Breakdown of Base Amount Attributable to
Production and Delivery of Publications

	Order	Page/ Signature Count	Bid Amount (Production Amount Plus Delivery Amount)	Bid Amount Broken Down		
				Item		Amounts
PUBLICATION	1,800	Pages: 1,468,800 Signatures: 45,900	<u>\$14,652.00</u>	Production	Production Amount	<u>\$ 13,633.00</u>
					Attributable to Paper Stock for Pages (Featherweight Opaque™). See Part VII, Par. "C."	<u>\$ 4,881.00</u>
				Delivery	Delivery Amount (including packing and shipping). See Part VII, Par. "D."	<u>\$ 1,019.00</u>
					\$ _____ Attributable to Normal Delivery	<u>\$ 409.00</u>
					\$ _____ Attributable to Special Delivery	<u>\$ 558.00</u>
					100% Drop-shipped to the Grimes Office Building	
CS	3,000	Pages: 4,992,000 Signatures: 156,000	<u>\$30,570.00</u>	Production	Production Amount	<u>\$ 28,680.00</u>
					Attributable to Paper Stock for Pages (Featherweight Opaque™). See Part VII, Par. "C."	<u>\$ 14,979.00</u>
				Delivery	Delivery Amount (including packing and shipping). See Part VII, Par. "D."	<u>\$ 1,890.00</u>
					\$ _____ Attributable to Normal Delivery	<u>\$ 901.00</u>
					\$ _____ Attributable to Special Delivery	<u>\$ 820.00</u>
					100% Drop-shipped to the Grimes Office Building	



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- C. **Adjustments to the Base Amount (Variables).** The base amount may be adjusted to account for a number of variables determined during the standard performance period for publication production that cannot be calculated at the time the contract is executed. *See Appendix A (CS-3).*
1. **Replacement Pages.** The Agency may request the replacement of an occasional digital proof page to correct its appearance or text because of issues related to the Agency's preparation of the composed pages. The Agency assumes that the Contractor will continue to incur the first \$300 for replacing digital proofs of a publication. The Agency also assumes that an additional default amount charged to the Agency by the Contractor will continue to apply.

Response Box 2
Base Price Adjusted Due to
Replacing Digital Proofs

Verify that the Contractor is charging the same default amount for replacing an occasional digital proof page.		Yes	<u> X </u>
		No	<u> </u>
Publication	Amount Per Hour (after the first \$300.00)		Complete this Portion Only if Responding <u>No</u> Above
	Default Amount	Change	
Acts	\$75.00 based on the 2010 edition of the Iowa Acts	\$ <u> </u>	
CS	\$75.00 based on the 2009 edition of the Code Supplement	\$ <u> </u>	



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2. **Actual Signature Count.** The Agency is currently calculating the number of pages and signatures for the publications. The number of pages and signatures for the Acts is relatively fixed, but may change after the execution of the contract. There is a greater possibility that the number of pages and signatures for the Code Supplement will need to be adjusted during the standard performance period for production. An adjustment to the base price is calculated on a signature or half signature basis.

Response Box 3 Base Price Adjusted Due to an Increase/Decrease in the Signature Count

	Signature Calculation	Estimated Number of Signatures	Amount	
			Per Publication	All Publications Per Order
Publication Acts	Unadjusted	25 1/2 Per Publication/ 45,900 Per Order	<u>\$ 8.14</u> Base Price ÷ by No. of Ordered Books	<u>\$ 14,652.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount <u>\$.23</u> Per Publication:	Increased Amount Per Order*: <u>\$ 414.00</u>
		Each Additional Half	↑ <u>\$.11</u>	↑ <u>\$ 198.00</u>
		Each Fewer Full	Decreased Amount <u>\$.23</u> Per Publication:	Decreased Amount Per Order*: <u>\$ 414.00</u>
		Each Fewer Half	↑ <u>\$.11</u>	↑ <u>\$ 198.00</u>
Publication CS	Unadjusted	52 Per Publication/ 156,000 Per Order	<u>\$ 10.19</u> Base Price ÷ by No. of Ordered Books	<u>\$ 30,570.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount <u>\$.17</u> Per Publication:	Increased Amount Per Order*: <u>\$ 510.00</u>
		Each Additional Half	↑ <u>\$.08</u>	↑ <u>\$ 240.00</u>
		Each Fewer Full	Decreased Amount <u>\$.17</u> Per Publication:	Decreased Amount Per Order*: <u>\$ 510.00</u>
		Each Fewer Half	↑ <u>\$.08</u>	↑ <u>\$ 240.00</u>

*Increase or Decrease in Amount Per Publication x Number of Publications Ordered (not counting any overrun)



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3. **Actual Number of Publications Delivered (Overrun).** The Agency will adjust the base price specified in Response Box 1, or if necessary the adjusted base price specified in Response Box 2 or Response Box 3, to account for any number of up to 100 additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. The Agency assumes that the Contractor will continue to discount the base price (adjusted for a change in the signature count as provided in Response Box 3) for each publication produced and delivered as part of an overrun at the same default discount rate as applied for the 2010 edition of the Iowa Acts and the 2009 edition of the Code Supplement. See Contract Form, Part IX (CS-2).

Response Box 4
Additional Amount Adjusted Due to an Overrun

Is the Contractor charging the same default discount rate due to an overrun of up to 100 additional books for the Acts and 100 additional books for the Code Supplement?		Yes	<u> X </u>
		No	<u> </u>
Publication	Percentage Discount Rate		Complete this Portion Only if Responding <u>No</u> Above
	Default Discount Rate Per Publication	Change	
Acts	25% based on 2010 edition of the Acts	<u> </u> %	
CS	25% based on 2009 edition of the Code Supplement	<u> </u> %	



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4. **Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During a standard performance period, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code Supplement. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance period for the production and delivery of a supplementary pamphlet. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code Supplement will be in the same format as the Code Supplement. The Agency assumes all of the following:
- a. **Production.** For production of the pamphlet, all of the following apply:
- (1) **Page and Signature Counts.** A pamphlet for the Acts or Code Supplement will consist of one 32-page signature.
 - (2) **Paper Stock for Page Paper.** The pamphlets will be composed of the same paper stock as the publications.
 - (3) **Page Composition and Printing Specifications.** The Agency shall determine the page composition and printing specifications for the publications. The font will be Imperial BT.
 - (4) **Construction Specifications.** A pamphlet will be produced as a sticky-back supplement similar to a pocket part in which the signatures and tag card stock with an adhesive backing are side-stitched together and adhered to the inside back cover of the publication as designated by the Agency.
 - (5) **Order.** The order for the Act's pamphlet is the same as the Acts and the order for the Code Supplement's pamphlet is the same as the Code Supplement.
- b. **Delivery.** The pamphlets will be delivered to the same destinations as the publications.

Response Box 5

Base Price Adjusted Due to the Production and Delivery of a Supplementary Pamphlet

		Number of Pages/Signatures		Amount		Contractor Comments (Optional)
		Per Pamphlet	Per Order	Per Pamphlet	Per Order	
Publication	Acts	32/1	45,900/1,800	\$ <u>.60</u>	\$ <u>1,080.00</u>	
	CS	32/1	156,000/3,000	\$ <u>.48</u>	\$ <u>1,440.00</u>	



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- D. **Standards for Featherweight Opaque™.** The base amount assumes that the standards for Featherweight Opaque™ stock paper have not changed since the production of the 2010 edition for the Iowa Acts. See *Appendix A (CS-3)*. If the standards have changed, forward a sample sheet of the paper stock to the Agency with this completed form.

Response Box 6

Standards for Featherweight Opaque™

Have the standards for the Featherweight Opaque™ stock paper changed since the production of the 2010 edition of the Iowa Acts? If yes, forward a sample sheet of the paper stock to the Agency with this completed form.								No	<u> X </u>
								Yes	<u> </u>
Acts/CS		Color/ Shade	Finish	Bright -ness	Opacity	Basis Weight	PPI	Archive	Complete this Portion Only if Responding <u>Yes</u> Above
	2010 Edition of Iowa Acts	Cream- White	English	85	90	30#	Ideal 943 Range 900- 950	pH neutral (content of 7 or 7.5)	
	Changes								



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E. **Modifications to the Base Amount.** The base amount may be modified to account for a number of variables to be determined prior to the execution of the contract. *See Appendix A (CS-3).*

1. **Alternative Page Paper.** If Featherweight Opaque™ paper stock is unavailable for use in the production of page paper, the Agency will accept an alternative paper stock. If the paper stock is not available, forward a sample sheet of the alternative paper stock to the Agency with this completed form.

Response Box 7
Alternative Paper Stock for Page Paper

Acts/CS	Does the Contractor recommend using an alternative paper stock for use to produce page paper?			No	<u> X </u>	
				Yes	<u> </u>	
	Brand	No. of Weeks to Receive Paper Stock	Adjusted Base Price			Complete this Portion Only if Responding <u>Yes</u> Above
			No	<u> </u>	N/A	
<u> </u>	<u> </u>	Yes	<u> </u>	\$ <u> </u>		

2. **Recycled Page Paper.** The Agency prefers paper stock used in the production of page paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material and the paper stock meets the specifications detailed in *Appendix A (CS-3)*. If the qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.

Response Box 8
Recycled Paper Stock for Page Paper

Acts/CS	Is a recycled version of Featherweight Opaque™ available for use to produce page paper? <i>See Part VII, Par. "C."</i> The Contractor is not required to engage in a long research analysis in order to respond to this question.			No	<u> X </u>	
				Yes	<u> </u>	
	Brand	No. of Weeks to Receive Paper Stock	Modified Base Price			Complete this Portion Only if Responding <u>Yes</u> Above
			No	<u> </u>	N/A	
Featherweight Opaque™	<u> </u>	Yes	<u> </u>	\$ <u> </u>		



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III. SUBCONTRACTOR INFORMATION

A. **Production.** It is assumed that the Contractor will not use a subcontractor to produce a publication.

Response Box 9
Use of Subcontractors to Produce a Publication

Verify that the Contractor <u>will not</u> use subcontractors to produce a publication.		No: Will Not Use Subcontractors Again this Year	<u>X</u>
		Yes: Will Use Subcontractors this Year	—
Explanation	Name	Complete this Portion Only if Responding <u>Yes</u> Above	
	Address		
	Contact Information		
	Duties		



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- B. Delivery.** It is assumed that the Contractor will use one of the same subcontractors authorized for use when delivering the 2010 edition of the Iowa Acts.

Response Box 10
Subcontractor Information

Will the Contractor use one of the same couriers authorized for the delivery of production items and one of the same freight companies authorized for the delivery of the 2010 edition of the Acts?		Yes	<u>X</u>
		No	<u> </u>
Delivery Items	Subcontractor Information	Change	
Courier (Production Items)	United States Mail Service; FedEx Corp®; or United Parcel Service, Inc. (UPS®)	Complete this Portion Only if Responding <u>No</u> Above	
Freight Companies (Publications)	Roadway® Express, Inc.; Con-way® Freight; or King Solutions Inc.		



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IV. MANAGER INFORMATION

- A. **Production and Delivery Managers.** It is assumed that the Contractor will use the same production and delivery managers that the Contractor used to produce and deliver the 2010 edition of the Iowa Acts. The production and delivery managers are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis. See *Appendix F (CS-3)*.

Response Box 11
Production and Delivery Managers

Will the Contractor use the same production and delivery managers, and if so, is their contact information correct?				Yes	___
				No	<u>X</u>
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Paul O'Neill	Chris Graf		Beth Riege	
Title	Account Representative Manufacturing and Client Services	Account Representative Manufacturing and Client Services		Account Representative Manufacturing and Client Services	
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123		610 Opperman Drive Eagan, MN 55123	
Tele.	(651) 687-6139	(651) 687-4232		(651) 848-4196	
Fax	Not applicable	Not applicable		Not applicable	
E-Mail	paul.o'neill@thomsonreuters.com	chris.graf@thomsonreuters.com		beth.riege@thomsonreuters.com	
Pager	(612) 622-6513	(612) 606-0301		(612) 621-2303	



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- B. Contract Managers.** It is assumed that the Contractor will use the same contract managers that the Contractor used to produce and deliver the 2010 edition of the Iowa Acts. The contract manager for the Contractor is authorized to discuss any issue relating to the interpretation of a provision of the Contract Form (CS-2). See Appendix F (CS-3).

Response Box 12
Contract Managers

Will the Contractor use the same contract managers and, if so, is their contact information correct?				Yes	<u>X</u>
				No	<u> </u>
Facts	Managers		Change		
	Primary	Secondary	Primary	Secondary	
Name	Jackie Wrolstad	Ellen Gillespie			
Title	Contract Administration Specialist	Senior Director, Customer Contract Management			
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123			
Tele.	(651) 848-3623	(651) 687-5888			
E-Mail	jackie.wrolstad@thomsonreuters.com	ellen.gillespie@thomsonreuters.com			

Complete this Portion Only if Responding No Above

- D. Authorized Negotiating Representative.** It is assumed that the Contractor will use the same authorized negotiating representative that the Contractor used to produce and deliver the 2010 edition of the Iowa Acts. The authorized negotiating representative may negotiate and execute a contract or any amendments to the contract on behalf of the Contractor based on this Proposal Form. See Appendix F (CS-3).

Response Box 13
Authorized Negotiating Representative

Will the Contractor use the same authorized negotiating representative and, if so, is their title correct?			Yes	<u>X</u>
			No	<u> </u>
Facts	Representative	Change		
Name	Ellen Gillespie			
Title	Senior Director, Customer Contract Management			

Complete this Portion Only if Responding No Above



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V. FINAL COMMENTS

- A. **Appendices.** The Contractor must review the Appendices (CS-3) and verify that it can comply with all standards and specifications applicable to the Contractor.

Response Box 14
Compliance

Is the Contractor prepared to comply with all standards stated in the Appendices?		Yes	<u>X</u>
		No	<u> </u>
Explanation of any Reservations			Complete this Portion Only if Responding <u>No</u> Above



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- B. Additional Comments.** The Contractor may provide any additional comments as required to further explain a response made to any question included in this Request Form or to an alternative to a requirement stated in this form which satisfies the objectives of this form.

Response Box 15
Additional Comments

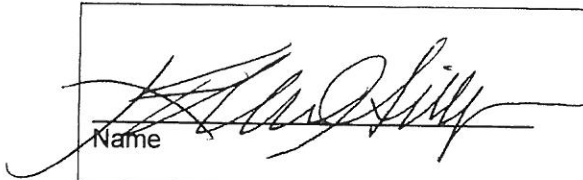


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VI. AUTHORIZED SIGNATURE

A person authorized by the Contractor must sign and date this proposal for both publications. The signed proposal as submitted to the Agency shall bind the Contractor to the terms and conditions of this form for 30 days from the date of signing.

**Response Box 16
Signature of Authorized Representative**

 Name	<u>Sr. Director, Contract</u> Title Management	<u>November 10, 2011</u> Date
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